

13 November 1974

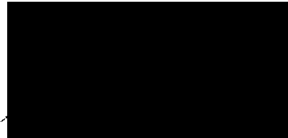
NOTE FOR: Listed Recipients

1. Attached (Tab A) is a tentative schedule for your attendance at the IBM Executive Computer Concepts course. Assignments to a particular course date are flexible and can be switched if necessary. Please confirm your schedule preference with me as soon as possible so the 136 training forms can be prepared.

2. A brief outline of the course is attached at Tab B. Attendance is at no cost to the Government -- courtesy of IBM through the OJCS Training Branch.

3. Dave Perlstein has made the OJCS arrangements for us as the first step in his planned COMIREX ADP training program (Tab C).

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cc:



OJCS-1604-74  
7 November 1974

25X1A

MEMORANDUM FOR: 

COMIREX ADP Control Officer

THROUGH

: Chief, User Support Division/OJCS

SUBJECT

: ADP Training for COMIREX Personnel  
Phase I

1. In response to your request for ADP training for COMIREX personnel and informal conversations with you, I have taken steps to implement Phase I of your request, executive training. On 4 November 1974 I contacted Mr. William Jones of IBM by telephone and tentatively enrolled the following personnel in IBM's five-day full-time customer executive program:

13 January 1975

10 February 1975

3 March 1975


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2. All of these courses are both for policy level and functional level executives and are held in Poughkeepsie, New York at no cost for customer executives. In order to formalize our request, a Form 136, Request for External Training, should be forth coming from your Office as soon as possible.

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3. The remainder of your request is under study by both OJCS and IBM. The courses requested seem comprehensive and thorough. I will keep you informed as to our progress with your request.

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Chief, EDP Training Branch/USD

**Five Days**

This course is designed to provide the executive with the ability to communicate with his data processing personnel, and with a basic understanding of the computer as a business tool. The course approaches the computer as a resource and provides groundrules for achieving the greatest return from an organization's investment in data processing. It should result in an understanding of the executive's role and responsibilities in the successful installation and use of data processing.

**Objectives:**

- To identify the major elements comprising a total data processing resource and the necessary considerations for proper management of this resource.
- To illustrate how executives can use the computer as an aid in making day-to-day decisions. In this context Information Systems are defined and examined. Requirements for successful implementation are discussed.
- To identify resources the executive should utilize to maximize his R.O.I. objectives.
- To demonstrate the evolution of Data Base/Data Communications Systems, Advanced Function, and System/370, as logical extensions to the data processing industry.

The teaching techniques employ "understanding through doing."

**Topics include:**

Computer Concepts.  
System/370 Advanced Function.  
Auxiliary Storage.  
Programming and Operating Systems.  
Teleprocessing Concepts.  
Data Base/Data Communication.  
Systems Controls and Security.  
Application Development.  
Justification Techniques.  
Implementation Considerations.  
Organization and Planning.  
The Computer as a Management Tool.  
Management Sciences.  
Management Responsibilities.

**Who should attend:**

**POLICY LEVEL**—Chairman of the Board, President, Exec/Senior Vice President

4.

**FUNCTIONAL LEVEL**—Vice President (Of Func. Area), Vice President (Of a Division), Director, Treasurer

**Enrollment Criteria:**

All policy and functional level executives are eligible for RECC/370. *Please note that classes are scheduled for either policy or functional executives.* This is important to assure that your executive will be enrolled in the proper level class. Military, education and government personnel should hold the rank of general or equivalent for the policy level classes. The course assumes no prior data processing knowledge. The customer should have an intermediate or large computer system installed or on order.

**Course Code—RECC1**

**When and Where:**

**POLICY LEVEL ONLY**

2/10-2/14/75 San Jose

**POLICY AND FUNCTIONAL LEVELS**

9/30-10/ 4 Poughkeepsie

10/ 7-10/11 San Jose

11/ 4-11/ 8 Poughkeepsie

11/11-11/15 San Jose

12/16-12/20 Poughkeepsie

1/13- 1/17/75 Poughkeepsie

1/20- 1/24/75 San Jose

2/10- 2/14/75 Poughkeepsie

3/ 3- 3/ 7/75 Poughkeepsie

3/ 3- 3/ 7/75 San Jose

5.

15 October 1974

MEMORANDUM FOR: Chief, ADP Training Branch, Office  
of Joint Computer Support (OJCS)

SUBJECT : ADP Training for COMIREX Personnel

1. Work is presently underway to provide COMIREX an automated management system within the next two years. Development of this system (called the COMIREX Automated Management System [CAMS]) is under the direct supervision of an OJCS project manager. Although CAMS is being designed for use by non-programmer personnel, I think it is mandatory that system users -- both operators and managers -- be provided some formal ADP training. This training must be completed by early 1976.

2. A review of ADP experience within COMIREX suggests that the following types of training are indicated:

Executive Training. For senior staff members of COMIREX (GS-15 and above). The IBM executive seminars are excellent for this group. This training should be completed by late 1974 or early 1975.

Computer Concepts for Users. About 25 COMIREX middle-level staff personnel will be in attendance. The course could be phased, each phase lasting not more than two or three full days. This training should be completed in early 1975.

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Tab C

Real-Time Computer Systems. For all grade levels. This course should discuss both the physical and operational aspects of real-time, terminal oriented, computer operations. The course will be attended by some 25 to 50 personnel. It should be conducted after March 1975.

CAMS System Description. For all grade levels. The course will be attended by some 25 to 50 personnel, some of whom will be non-CIA employees. It should be conducted after July 1975.

Specific CAMS Functions. For all grade levels. The course will be attended by some 25 to 50 personnel, some of whom will be non-CIA employees. This course should be designed to train system users. It must be completed by late 1975.

The courses should be designed on the assumption that CAMS will use available IBM hardware and operating system facilities.

3. Because the ultimate goal of this training is to promote effective use of a system designed and maintained under the auspices of the OJCS, it seems clear that the OJCS should also make the arrangements for the required training. I would appreciate your advice concerning the completeness of the above training schedule and would welcome your suggestions for course content.

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COMIREX  
ADP Control Officer

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